

Department of Government College University, Faisalabad



No. GCUF/ _____

Dated: _____

Director
Directorate of Advanced Studies
Government College University, Faisalabad

Subject: - **SUBMISSION OF THESIS AND STUDENT FILE**

Please find enclosed thesis (incase MS/MPhil 02 copies and PhD 05 copies) along with student files (02) complete in all respect of the under mentioned student. The appendixes are attached here with as per following detail to this enclosure and arranged / tagged likewise. All appendix numbers are mentioned on top right corner of each attached pages e.g. A, B, & C.

ROLL NO.	STUDENT NAME	REGISTRATION NO.	CLASS	SESSION	ADMISSION DATE	ADM. TEST PASS DATE	REMARKS REG / WE

APPENDIX NOMENCLATURE

- A. Observation Form for Thesis Submission (filled & signed).
- B. Thesis check list (filled & signed).
- C. Panel of External Examiners with official e-mail address verified from supervisor duly approved by the BOS.
Incase of PhD panel of 10 foreign examiners / professors and 10 national examiners or
Incase of MS / MPhil panel of 03 external examiners
- D. Copy of approved minutes of AS&RB relevant to student regarding topic and verified from Chairperson.
- E. Plagiarism Test Report (verified from supervisor).
- F. Extension in study period Notification (if any).
- G. Semester Result Cards / Transcripts (in order).
- H. Comprehensive Examination Pass Result (for PhD).
- I. Admission Test or NTS GAT Subject for Ph D Or incase of MPhil GAT General (valid).
- J. Summary of Fee paid to university during degree completion (as attached and filled or portal fee detail paid verified).
- K. All Fee Vouchers semester wise including extensions if any, comprehensive examination and thesis Fee in order (paid).
- L. Three Pages of Thesis (a copy).
 - I. Title page of Thesis.
 - II. Supervisory Committee signed page.
 - III. Table of Contents.
- M. Departmental No Objection Certificate (incase employee of any institution).
- N. BOS approved synopsis / research proposal duly signed by Director Advanced Studies.
- O. Incase of PhD scholar a copy of research article published in HEC recognized journal duly verified by Director ORIC.
- P. Any other Information.
Therefore it is requested to please process the thesis.

Chairperson
Department of _____
GC University, Faisalabad

SUMMARY OF FEE PAID

Summary of fee paid to university during degree completion of MS/ MPhil / PhD by the following student.

STUDENT PARTICULARS

ROLL NO.	STUDENT NAME	REGISTRATION NO.	CLASS	SESSION	LAST DATE OF SUBMISSION

FEE PAID DETAIL

S. NO.	SEMESTER	FEE PAID	DATE	REMARKS
1.	1 st			
2.	2 nd			
3.	3 rd			
4.	4 th			
5.	5 th			
6.	6 th			
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.	Re-Admission Fee if any			
17.	Gap Period Fee if any			
18.	Fine if any			
19.	Comprehensive Exam Fee			
20.	Thesis Fee			
	Total			

*All fee vouchers are attached here with.

Date: _____

Applicant's Signature _____

Signatures by Supervisor

Countersigned by Chairperson